

CITY OF ARCADIA
ECONOMIC DEVELOPMENT MANAGER

DEFINITION

Under administrative direction, to direct, manage, supervise, and coordinate economic development projects, and activities; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Development Services Director.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume management responsibility for all economic development programs, projects, services and activities.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for economic development programs; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Development Services Director; direct the implementation of improvements.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Plan, direct, coordinate, and review the work plan for economic development programs and projects; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the economic development program annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for economic development with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Development Services Director; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to economic development programs, policies, and procedures as appropriate.

Prepare Exclusive Negotiation Agreements, Disposition and Development Agreements, and Owner/Tenant Participation Agreements.

Prepare documents and/or work with consultants and contractors on economic development studies and tasks such as leases, financial analyses, covenants, deeds, title reports, and public hearing notices.

Prepare bids and contracts for public utility maps, legal descriptions, appraisals, EIR's, parking and traffic studies, subdivision/parcel maps, acquisition, relocation, demolition, hazardous waste/removal, financial analyses, bond issues and other services.

Monitor the work of consultants and contractors.

Prepare and review development, design, low/moderate income housing, and revitalization/rehabilitation proposals.

Prepare and review planning, zoning, and building permit approval documents, including EIR's.

Prepare and review litigation documentation, including eminent domain and goodwill.

Advise and negotiate with commercial and residential owners/tenants regarding property acquisitions, relocation, management, disposition, and development.

Prepare written and graphic reports on various economic development matters.

Advise property owners and petitioners of the effect and implications of zoning and development actions.

Act as ombudsman to the business community, assisting business owners and representatives through the entitlement and construction process.

Assist existing Business Improvement Districts and assist in the development of new Business Improvement Districts.

Represent the City, City Council, and Development Services Department and explain economic development objectives and policies to various organizations, agencies, and public groups.

Represent the City with other agencies such as the Chamber of Commerce, Downtown Arcadia Improvement Association, Realtors and brokers, the International Council of Shopping Centers, San Gabriel Valley Economic Partnership, etc.

Market and promote the City to various business and development interests; contact companies and businesses to attract them to the City.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of economic development.

Respond to and resolve difficult and sensitive inquiries and complaints.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of an economic development program.

Organizational and management practices as applied to the analysis and evaluation of economic development programs, policies, and operational needs.

Modern and complex principles and practices of economic development programs and administration.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for economic development programs and projects.

Recommend and implement goals, objectives, and practices for providing effective and efficient economic development services.

Manage, direct, and coordinate the work of professional, technical, and clerical personnel.

Select, supervise, train, and evaluate staff.

Identify and respond to community and economic development issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions,

and implement recommendations in support of goals.

Provide outreach and support to the business community.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative and financial reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in past and current employment history. A typical example includes:

Experience:

Five years of responsible economic development experience. Management and/or supervisory experience desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: June 2008

Revised Date: December 2014; May 2023